

Project Title: _____ Plan Check #: _____
Project Address: _____

SPECIAL INSPECTION AND TESTING

To applicants of projects requiring Special Inspection or Testing per Section 1701 of the Uniform Building Code.

BEFORE A PERMIT CAN BE ISSUED: The owner or his representative, on the advise of the responsible Project Engineer or Architect, shall complete, sign and submit two (2) copies of this form and the structural tests and inspection schedule to this Division for review and approval.

The owner and his general contractor, where applicable, shall also acknowledge the following conditions applicable to Special Inspection and/or Testing.

1. Contractor is responsible for proper notification to the Inspection or Testing agency for items listed.
2. Only the testing laboratory should take samples and transport them to their laboratory.
3. Copies of all laboratory reports and inspections are to be sent directly to this Division by the Testing agency on a weekly basis.
4. Inspection agency to submit names and qualifications of on-site special inspectors to this Division for approval. This will not be required when the agency provides each special inspector with an identification badge that indicates the following:
 1. Name of Inspector
 2. Photo of Inspector
 3. The specific areas in which the inspector is qualified to inspect
 4. An authorization signature by the registered engineer who is a full-time employee of the agency
 5. The special inspector shall display his/her badge whenever performing the function of an inspector
5. The special inspector is responsible to the Chief Building Official for immediate notification of any concerns and/or problems encountered.
6. It is the responsibility of the contractor to review the Building Division approved plans for additional inspection or testing requirements that may be noted. A pre-construction conference at the job site is recommended to review special inspection procedures.
7. The special inspector shall use only Building Division approved drawings.
8. **BEFORE AN OCCUPANCY PERMIT CAN BE ISSUED:** The Inspection agency shall submit a statement that all items requiring testing and inspection were fulfilled and reported. Those items not tested and/or inspected shall be noted in this statement. Copy of statement to be maintained at the job site for Building Inspector's review prior to final inspections.

ACKNOWLEDGMENT:

| | | |
|--|-------------|-------------|
| Owner: Print: _____ | Sign: _____ | Date: _____ |
| Special Inspection Agency: Print: _____ | Sign: _____ | Date: _____ |
| Contractor: Print: _____ | Sign: _____ | Date: _____ |
| Project Engineer/Architect: Print: _____ | Sign: _____ | Date: _____ |
| Approved by Chief Building Official: Sign: _____ | Date: _____ | |

Filing Instructions:

- | | |
|------------------------|--------------------------------|
| 1. Permit File | 2. Field set of Plans |
| 3. Office set of Plans | 4. Supervising Field Inspector |

STRUCTURAL TESTS AND INSPECTION SCHEDULE
(Per Uniform Building Code, Section 1701.5) Plan Check # _____

Prior to issuance of a building permit, the Owner, on the advice of the Architect or Engineer, shall complete, sign and submit this form to the Building Official.

| | | |
|----------------------|---|------|
| Project Name | Testing/Inspection Agency | |
| Project Address | Signature & Title of a Responsible Employee of the Testing Agency | |
| Owner's Name (Print) | (Signature) | Date |

hereby certifies that the Testing/Inspection Agency named above has been engaged to perform structural tests and inspection during construction, as checked below, to satisfy all applicable portions of the Building Code.

Prior to issuance of an occupancy permit, the Inspection Agency shall submit a statement that all items of designated work performed were reported. Any items checked but not tested or inspected will be noted and explained.

Whenever any designated items on this list are ready for sampling, testing or inspection, it shall be the responsibility of the Contractor to give timely notice to the Inspection Agency so that the required services may be performed.

REINFORCING STEEL:

- ☐ Tensile & Bend, one set per heat per ____ tons
- ☐ Inspection of Placement
- ☐ Inspection of Welding

MASONRY:

- ☐ Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
- ☐ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
- ☐ Inspection of Grouting
- ☐ Inspection of Placement & Grouting

CONCRETE, SHOTCRETE, GROUT & MORTAR:

| Conc. | Shot. | Grout | Mortar | |
|-------|-------|-------|--------|-----------------------------|
| | | | | Aggregate Tests for Designs |
| | | | | Suitability of Aggregates |
| | | | | Mix Designs |
| | | | | Test Panel |
| | | | | Batch Plant Inspection |
| | | | | Cement Grab Sample |
| | | | | Inspect Placing |
| | | | | Compression Tests |
| | | | | Cast Specimens |
| | | | | Pick-Up Samples |
| | | | | Shrinkage Bars |
| | | | | Yield Check |
| | | | | Air Check |
| | | | | Dry Unit Weight |

PRECAST CONCRETE:

- ☐ Reinforcing Tests
- ☐ Inspection of Reinforcing Placement
- ☐ Tendon Tests
- ☐ Inspection of Tendon Placement
- ☐ Inspection of Concrete Placement
- ☐ Inspection of Concrete Batching
- ☐ Inspection of Panel Attachments & Inserts
- ☐ Compression Tests
- ☐ Inspection of Stressing/Transfer

PILING, CAISSONS, CAPS, TIES:

- ☐ Inspection of Reinforcing Placement
- ☐ Inspection of Concrete Placement
- ☐ Inspection of Concrete Batching

UNDERPINNING:

- ☐ Inspection of Steel Fabrication
- ☐ Inspection of Reinforcing & Forms
- ☐ Inspection of Concrete Placement
- ☐ Inspection of Tiebacks

STRUCTURAL STEEL:

- ☐ Sample & Test (list specific members below)
- ☐ Shop Identification & Welding Inspection
- ☐ Shop Ultrasonic Inspection
- ☐ Shop Radiography
- ☐ Field Welding Inspection
- ☐ Field Bolting Inspection
- ☐ Field Ultrasonic Inspection
- ☐ Field Radiography
- ☐ Metal Deck Welding Inspection

ASPHALTIC CONCRETE:

- ☐ Mix Designs
- ☐ Inspection of Batch Plant
- ☐ Core/Test
- ☐ Field Inspection
- ☐ Suitability Tests
 - ☐ Specific Gravity
 - ☐ Asphalt Content
 - ☐ Sieve Analysis
 - ☐ K Factors
 - ☐ Stabilometer Valve
 - ☐ Swell

INSULATING CONCRETE:

- ☐ Sample & Test
- ☐ Unit Weights

FIREPROOFING:

- ☐ Inspection of Placement
- ☐ Density Tests
- ☐ Thickness Tests
- ☐ Inspect Batching

FILL MATERIAL:

- ☐ Acceptance Tests
- ☐ Moisture-Density Determination
- ☐ Field Density

ROOFING:

- ☐ Inspection of Placement
- ☐ Sample & Test

STRUCTURAL WOOD:

- ☐ Inspection of Fabrication
- ☐ Inspection of Truss Joist Fabrication
- ☐ Sample & Test Components
- ☐ Inspection of Glu Lam Fabrication

Specify if Other Tests, Inspections or Special Instructions are Required for the Project.